

Democracy Small Grant Program Budget Guidelines and Form

All expenses must be calculated in advance and be realistic. Although maximum grant amount is \$24,000 Democracy Commission usually selects for funding projects with much smaller budgets. The preference will be given to the project proposals offering at least ten percent of cost-sharing (e.g. through in-kind contributions of office space, labor).

Please prepare a detailed breakdown of expenses and complement it with some budget narrative. Each line must be sufficiently detailed as to enable a reviewer to understand how a number was determined. The budget narrative puts the numbers into context.

1) Programming expenses cover all costs for the programmatic activities. (E.g. In the case of a conference or training, this may include room rental, travel/per diem/lodging expenses, honoraria for specialists, costs for educational materials etc). **Please note that the given form is an example of possible expenses. You may change and/or add/ or remove the subcategories according to your proposal's requirements. Note: Per diem/food expenses together can never exceed 10% of the total grant.**

2) Salaries should be paid only to the people who are or will be in a contractual relationship and who will spend a majority of their time on the project. The salary should reflect the percentage of their time to be spent on the project. Salary levels must be in line with local salaries for a comparable activity.

3) Equipment includes computers, copying machines, printers or other technical devices. If the proposal seeks funding to purchase equipment, the application must specify equipment. E.g. One Pentium IV 2.26 GHz RAM 256 DDL266 CD-ROM 52xASUS. Ideally, the proposal should include estimates from three different vendors. **Any equipment requested must be necessary for the fulfillment of the project.**

4) Administrative expenses can include communication expenses (E.g., phone, fax, e-mail, postage), copying and print services and office materials (E.g., paper, toner, envelopes).

5) Entertainment costs (E.g., alcoholic beverages, cocktail parties) are not allowable expenses. A budget line item for "miscellaneous expenses," "unforeseen items," or "etc." is not permissible.

Name of Organization:

Project Title:

<i>Example for Categories</i>	<i>Example of Subcategories</i>	Subtotal	Cost sharing	Requested from the US Embassy
Salaries				
Programming expenses				
	Honorarium			
	Rent of venue			
	Per diem/Refreshments			
	Lodging			
	Cost for materials			
Equipment				
Administrative expenses				
Project total				
Bank costs (1%)*				
Grant total				

Bank charges can not exceed 1% of the total grant. Please note that any interest earned on the grant sum must be returned to the U.S. Government. if your organization does not possess bank account please remove this cost item

Salaries

Position	Amount of time spent on project (%)	Monthly salary (USD)	Number of months	Sum	Cost sharing	Requested from the US Embassy
Subtotal						

Programming Expenses

Honoraria

Position	Payment Amount	Number of persons	Sum	Cost sharing	Requested from the US Embassy
Subtotal					

Rent of Venue

Purpose	Number of events/times	Cost per event	Sum	Cost Sharing	Requested from the US Embassy
Subtotal					

Refreshments expenses

Purpose	Number of events/times	Number of participants	Cost per participant	Sum	Cost Sharing	Requested from the US Embassy
Subtotal						

Lodging expenses

Position of staff/event participants	Number of persons	Number of nights	Costs per night	Sum	Cost Sharing	Requested from US Embassy
Subtotal						

Per diem

Purpose	Number of staff/participants	Number of days	Costs per day/per person	Sum	Cost Sharing	Requested from the US Embassy
Subtotal						

Cost for Materials

Item	Unit cost	Number of Items Required	Sum	Cost sharing	Requested from the US Embassy
Subtotal					

Equipment

Description	Price per item	Number of Items	Total cost	Cost sharing	Requested from the US Embassy
Subtotal					

Administrative costs

Item	Monthly Cost	Number of months	Sum	Cost sharing	Requested from the US Embassy
Subtotal					